

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS AND HEADQUARTERS DETACHMENT**  
**27th TRANSPORTATION BATTALION (MC)**  
**UNIT 27973**  
**APO AE 09096**

AETV-SCS-MI

17 April 2004

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #19, Command Maintenance Program (change 1)

1. **PURPOSE:** This policy letter sets the standards expected for the weekly command maintenance program and proper use, care and ownership of all vehicles, weapons, communications equipment, NBC equipment, and automation equipment assigned to the HHD, 27<sup>th</sup> Transportation Battalion.

2. **Command Maintenance will be conducted from 0900-1200 every Wednesday**, or IAW the posted Company Training Schedule, and supervised at the Section NCOIC level. Command maintenance on all military vehicles and SINCGARS radios will be conducted every other Wednesday. Command maintenance on weapons, NBC equipment, automation equipment and barracks will be rotated among the remaining Wednesdays.

3. Commander's guidance for specific command maintenance is provided below.

a. **Command Maintenance (Military Vehicles and SINCGARS radios)**

- 1) Will begin with a 0900 company formation in the motor pool. All Platoon Sergeants and below are required to attend and supervise proper PMCS of their section's vehicles. Only the **Detachment First Sergeant** and **Platoon Sergeants** have the authority to excuse a soldier from command maintenance.
- 2) **PMCS.** PMCS will always be performed with the appropriate -10 manual on hand and being referenced (TM 9-2320-280-10 for HMMWVs; TM 9-2320-386-10 for M35; TM 11-5820-890-10 for SINCGARS). Drivers will have a valid OF346 on hand and utilize the correct 5988 for their particular vehicle and radio.
- 3) **SUB-HAND RECIEPTS:** All supervisors will ensure that sub-hand receipts for vehicles, BII, pioneer tools and additional authorized items are issued to and signed for by the assigned driver. Current sub-hand receipt and two blank hand receipts will be maintained with the vehicle's logbook. Blank hand receipts will be used when allowing another driver/section to utilize the vehicle.
- 4) **PARKED VEHICLES WILL:**
  - Have the steering wheels secured at all times
  - Have a container (footlocker for Cargo HMMWVs and metal boxed for Command HMMWVs) secured to the vehicle. The container will be utilized to secure all BII, radio components, clean rags, tire chains, and any other additional authorized items.
  - Have correct driver's and supervisor's names stenciled on the front windshield.
  - Have chock block stenciled with bumper number and placed either behind the driver's side front tire or in front of the drivers side rear tire, depending on the incline of the vehicle.
  - Have drip pan stenciled with bumper number and placed under an existing leak or placed under the front differential if there is no current leaking.
  - Be free of all trash, vehicle parts, supplies, dirt and sand.

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- Have pioneer tools mounted and secured with a Series 5200 lock to the rear undercarriage of the vehicle.
- Have at least one fuel can and one water can mounted to the rear of the vehicle.
- Have radio antennas in operational mode.
- Have a serviceable fire extinguisher mounted to the vehicle.
- Parked in the center of assigned parking space with brush guard on the white line to the front and dressed on the vehicles to the left and right.

**b. Command Maintenance (Weapons)**

- 1) All assigned weapons will be cleaned and PMCSed utilizing appropriate –10 manual (TM 9-1005-319-10 for M16A2 and TM 9-1005-317-10 for M9).
- 2) All unassigned weapons will be clean and PMCSed utilizing appropriate –10 manual.
- 3) Command maintenance will include MK-19, M249s and M203s.
- 4) Armorer may also use this time to assign weapons and issue weapon cards.
- 5) Focus will also be given to weapon magazines and weapon's cleaning area.

**c. Command Maintenance (NBC Equipment)**

- 1) All assigned protective masks will be cleaned and PMCSed utilizing appropriate –10 manual (TM 3-4240-339-10).
- 2) All unassigned protective masks will be clean and PMCSed utilizing appropriate –10 manual.
- 3) All unit level equipment (CAMs, VDR-2s, M8 Alarms, etc..) will be cleaned and PMCSed utilizing appropriate –10 manual.
- 4) Unit NBC representative may use this time to issue individual equipment and update individual hand receipts.

**d. Command Maintenance (Automation Equipment)**

- 1) All automation equipment/cords will be pulled away from walls and dusted/cleaned to allow for optimum operating performance.
- 2) Section NCOICs may also use this time to conduct section area cleaning (window washing, stripping floors, laying wax, etc..).

**e. Command Maintenance (Barracks)**

- 1) Hallway will be stripped and mopped.
- 2) Kitchen area will be thoroughly cleaned.
- 3) Supply Sergeant may utilize this time to update individual hand receipts for barracks furniture and linen.

**4. SHOOTERS, SHOOT TO KILL!**

WARREN C. FISHER  
CPT, TC  
Commanding